

June 16, 2020 Wilbraham, Ma Board of library Trustees meeting minutes Start Time :5:34 P.M.

Cheryl W, Karen G, Karen D, Linda D, Marjorie W, Jim J, Ray B in attendance.

Karen D. is recording.

May minutes approved.

Ray B. motions that we continue with Jim J. Chairman Marjorie W. as secretary and Karen G as treasurer. Seconded by Jim J. unanimously accepted and approved.

Library Director's report:

Karen D. sent us a Draft specifically the road map section and Covid 19 control plan. Sanitization solution-Re'Juv'inal accepted by the CDC. Linda D. would like to keep restrooms closed to the public until stage 4. Marjorie W. expresses concern that the library is a public building. Karen D. suggest we could wait to see what the town does regarding restrooms. Cheryl W. in favor of following the town policy. Jim J: Maybe the SR. Center has some guidance. Karen D: possibility of keeping one bathroom open in the beginning.

Karen G- can remove the attached plan and just turn in the document. Linda D : Subject to change as we learn more. Make sure the date is prominent. Make sure the reopening plan is dated.

Chery W motioned that the control plan & reopening plan contingent on current knowledge be accepted.

Linda D. seconded motion unanimously approved.

Karen D. bought face shields for the staff. Suggests books be quarantined for 72 hours.

3<sup>rd</sup> quarter financials:

Karen D: gift account has several components. Gifts, friends and Lift. We are on target for expenses. Materials was less but will be made up in the next couple weeks. E book materials may be purchased to make up the gaps. Teens have been complaining that there has been a long wait for overdrive.

Marjorie W: made motion to approve 3rs quarter financials subject to audit. 2nded by Chery W. unanimously approved.

The MAR

Short 9000 dollars. Hopefully results of the contract negotiation will be enough to meet the MAR. If not we will need to request a contract reserve transfer. Karen D.: The Board of Library Trustees may have to meet again in the Summer to discuss the budget. The state will not change the formula for the MAR.

FY21 Sunday Library hours. Normally decided in June. State Aid money may be used for other operating costs. Linda D.- We ought to hold on Sunday hours. The variable for Sunday hours is getting biblio temps. Ray B. expresses concern about biblio temp availability. Jim J. suggests tabling Sunday hours decision until September. Still up in the air for Stage 111. Karen D.: The curbside pickup is going well. Do we want to expand curbside hours? Bernie D. is making deliveries. Ray B. In the Fall with organized sports people may go away on the weekends. Karen D. suggests extend curbside pick up until 6 P.M. for those who may

be working during the day. Karen G. suggests a Facebook survey to promote curbside and delivery service. Delivery can happen at the Senior Center.

When the Library building reopens to the Public the first hour will be reserved for Senior Citizens and the most vulnerable population group.

Karen D.: requests that amnesty for fines to be formally extended through September. We can revisit the fine situation in the fall. Karen G agrees with The Spirit of going fine free and questions how FINCOM would deal with it. Linda D.: maintaining amnesty through September makes sense. Linda D. makes a motion that based on Covid 19 situation continue amnesty through September for library fines. Seconded by Karen G. Unanimously approved.

David Chivers: Most assets have been transferred to the Community foundation.

Karen D. has to wait to pay for the security camera until the next fiscal year. She will E mail town attorney Riley.

Friends Report: per Ray B. everything is on hold until September. There was a resignation on The friends of The Library Board. Karen D: The Friends gave the library 5000 dollars. Adults and teens will get museum passes. The fall Friends book sale is not a given. The Brooks room may be being used to quarantine books and materials.

Story Walk update: Sabrina M. pleased to get started again. She will send a proposal and speak to the Conservation Commission. Karen D would like to see ground broken in the fall and everything open for next Spring.

LIFT: per Jim J: The balance is \$28995. There is nothing to add.

Miscellaneous: Karen D. has attended webinars and learned about Employee Assistance programs and wellness issues. The world of Human resources is changing.

Meeting adjourned 7:02 P.M. Next meeting September 15, 2020 5:30 P.M.

Submitted by Marjorie Williams